

Responsible To: Superintendent or Designee

Basic Function: To assist in the implementation of the athletic program

Specific Duties:

- Is responsible for the overall coordination of the district's athletic program under the direction of building principals.
- Shares responsibility with other administrators for the supervision of athletic events.
- Coordinates purchasing of athletic equipment and supplies.
- Works with coaches on obtaining game contracts and keeps all signed contracts on file.
- Maintains a master schedule of all athletic events approved by principals and forwards a copy to the central office.
- Ensures that appropriate inventory of equipment, uniforms, and supplies is maintained.
- Communicates to head coaches the importance of safety during practice sessions and games. (equipment, facilities, weather conditions, etc.)
- Coordinates the securing of high school game officials.
- Coordinates the transportation needed for high school athletic teams.
- Works with the high school principal on recommending the employment and assignment of athletic coaches to the Superintendent.
- Procures bids for all athletic equipment/supplies in compliance with board policy.
- Enforces physical and academic requirements for eligibility for participation in each sport and verifies each athlete's eligibility, consistent with Council, Board, and KHSAA rules.
- Coordinates field and gym practice schedules for all athletic teams.
- Coordinates athletic booster club activities; interprets school policy and district philosophy as they apply to the function of booster clubs.
- As chairman of the Gender Equity Committee, works to ensure compliance with Title IX law.
- Coordinates the fulfillment of KHSAA Bylaw 27 requirements by coaches.
- Performs other duties consistent with the position or as assigned by the Superintendent.

My signature below indicates that I have been given a copy of my job description.

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Signature

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Date